

June 20, 2000

**MEMORANDUM 00-13**

To: District Directors  
District Materials and Tests Engineers  
Area Engineers  
Toll Road Operations Engineer  
District Construction Engineers  
Project Engineers\Supervisors

From: Timothy D. Bertram, Chief  
Contracts and Construction Division  
Timothy D. Bertram

Subject: Change Order and Time Extension Approval Authority

Effective immediately, the approval authority for change in plans is being revised. The new policy increases the authority levels as follows:

Approval Authority	Existing Contract Item		New Contract Item	
	Maximum Line Item Amount	Maximum Change Order Amount	Maximum Line Item Amount	Maximum Change Order Amount
Project Engineer/Supervisor	\$20,000.00	\$100,000.00	\$10,000.00	\$50,000.00
Area Engineer	\$100,000.00	\$250,000.00	\$100,000.00	\$250,000.00
District Construction Engineer Toll Road Operations Engineer	\$400,000.00	\$750,000.00	\$400,000.00	\$750,000.00
District Director	\$500,000.00	\$1,000,000.00	\$500,000.00	\$1,000,000.00
Division Chief Contracts and Construction Division	\$1,000,000.00	\$2,000,000.00	\$1,000,000.00	\$2,000,000.00
Deputy Commissioner and Chief Highway Engineer	over \$1,000,000.00	over \$2,000,000.00	over \$1,000,000.00	over \$2,000,000.00

The amounts listed above represent the maximum increase or decrease to a single item, or total amount of the document.

Any change order which causes the cumulative total change (increase or decrease) in the original contract monetary amount to reach 20% and above, must be approved by the Deputy Commissioner and Chief Highway Engineer.

The Scheduling Manager shall review all change orders over \$500,000.00 to ensure that all necessary funds are available prior to approval. The approval authority as outlined above shall provide the Scheduling Manager with the necessary information to conduct this review. No approval shall be made prior to the review being completed.

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Concurrence through the C&C Division is required prior to the approval of items of the following nature, even though they may fall within other monetary limits of authority:

1. Revisions to geometric design of the mainline roadway, ramps, frontage roads or crossroads.
2. Revisions to the structural section above the subbase including the changing of Binder grade.
3. Additions, deletions, changes, or relocations to bridges and /or structures which would affect the functional scope and intent of the approved design.
4. Deviations from the planned access control (includes drives or pedestrian access construction features).
5. Altering the intent or scope of the contract or character of the work including extending the project limits.
6. Altering specifications, special provisions or other contract requirements including previously approved provisions for maintaining traffic.
7. Revisions resulting in significant new environmental impacts, significant worsening of anticipated environmental effect, or significantly reduces the degree of impact mitigation provided in the contract.

Change in plans with extra work items must contain data justifying the cost being approved.

Also being revised at this time is the time extension approval authority levels. The following are the revised approval levels:

Approval Authority	Number of Days
Project Engineer/Supervisor	10
Area Engineer	25
District Construction Engineer	50
District Director	75
Division Chief, Contracts & Construction Division	100
Chief Engineer	> 100

These days are calendar days after the completion date regardless of the type of days that the contract has been set for. There are no monetary constraints associated with liquidated damages tied to these approval authorities. These authority levels would not apply to incentives/disincentives or other times established within the special provisions of a contract. Incentives/disincentives and other time extensions shall follow the monetary levels outlined for change order approvals above.

Attached are revised pages of the General Instruction to Field Employees, section 2-19 Extension of Contract Time, pages 2-29 to 2-32 and FORM IC 626, page 40-43 through 40-48C,. Please remove the existing sections and replace with those enclosed.

TDB:RLY:rly

Attachments

cc: FHWA  
Materials and Test Division  
ICI  
APAI  
CEI